



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705



Refer to: FMB150001

October 30, 2014

Memorandum

To: Regional Fire Management Coordinators, Regions 1-8
From: Chief, Branch of Fire Management
Subject: Fiscal Year 2015 Service Direction for DOI Medical Standards Program

This memorandum provides direction on the implementation of the Fiscal Year (FY) 2015 Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) and supersedes Branch of Fire Management memorandum FMB130022 dated November 14, 2013.

A service contract has been awarded to Comprehensive Health Services (CHS) which will begin a three-year phased implementation plan for the DOI MSP on January 1, 2015. Regions 1, 6, 7, and 8 have been selected to participate in Phase I. Incident Qualification and Certification System (IQCS) records indicate that the arduous fitness rating for all currently qualified employees in Phase I regions will remain valid until January 1, 2015. **Regions 1, 6, 7, and 8 should therefore refrain from testing any currently qualified employees under the current procedures prior to the start of Phase I on January 1, 2015.** More specific guidance for testing procedures under the new contractor will be sent directly to these regions in future correspondence.

Regions 2, 3, 4, and 5 will not be affected by the new contract in FY2015. Phase 2 and Phase 3 of the implementation plan will include these regions over the next two fiscal years. For FY2015, specific guidance for these regions can be found in Attachment 1 – *FY2015 Service Medical Standards Exam Processing Procedures for Regions 2, 3, 4, and 5*.

Questions regarding this program should be directed to Ted Mason, FWS National Fire Safety Specialist at 208-387-5831.

Attachment

cc:
Regional Chiefs
Chief, Division of Natural Resources
Chief, National Wildlife Refuge System
Chief, Division of Human Capital
Fire Management Branch staff

FY2015 Service Medical Standards Exam Processing Procedures for Regions 2, 3, 4, and 5.

Annual Exam Process

Regions 2, 3, 4 and 5 will be included in Phases II and III of the new DOI MSP process which will begin in Fiscal Year 2016 and 2017. Until that time, Regions 2, 3, 4, and 5 will use the following annual exam processing procedures to evaluate and clear their personnel serving in Wildland Firefighting Positions requiring an arduous fitness level. The annual exam process including the exam matrix will assist managers, supervisors and human resources officers in determining the appropriate pathway to obtain medical clearance for the DOI arduous wildland firefighter workforce. All temporary employees are required to have an annual exam as a condition of employment in an arduous wildland fire position. This material is found in the Fire Management Officer (FMO) toolbox on the DOI MSP website at:

http://www.nifc.gov/medical_standards/Fire-Management-Officer/index.html

- Prior to sending an individual for an annual exam, the requesting agency official is responsible for identifying an approved procurement process to pay for the exam as per regional direction. See “Payment for Exams” section below.
- The examinee must obtain a copy of the annual exam packet and complete and sign Part B of the annual exam packet prior to reporting for the medical exam.
- Once the clinician completes Part C of the annual exam packet, a clearance determination will be made and identified in Part D of the packet.
- The completed exam packet will be returned to the employee prior to leaving the medical facility. Part D of the exam packet will identify the clearance determination as “Cleared” or “Not Cleared.” If the employee is:
 - a) “Cleared” he/she will send a copy of ONLY the clearance page to his/her FMO. The examinee will then send the complete annual exam packet to the appropriate Servicing Human Resource Officer (SHRO) which will be placed in the employee’s medical folder.
 - b) “Not Cleared” he/she will forward the complete annual exam packet to the SHRO. The SHRO notifies the FMO and sends the Initial Letter as described in the first level Risk Mitigation/Waiver process.

Medical Facilities for Administering Annual Exams

Fire management units may utilize medical facilities of their choosing to administer annual exams. The DOI MSP government estimate for the annual exam is \$180.00.

Medical clinics should not need to request or require additional testing/evaluation to make a “Cleared” or “Not Cleared” determination. If the examining clinician feels additional testing is required to make the clearance determination, approval prior to additional testing should be requested through the DOI MSP customer service representatives at 1-888-286-2521. Charges for additional testing/evaluation not approved by the MSP or at the request of the agency will be the responsibility of the employee/applicant.

Payment for Exams

For fiscal year 2015, funds to pay for these exams have been allocated directly to the regions. Therefore, all payments associated with arduous, moderate, or light duty medical clearance exams will be administered as per regional direction. The use of the exam charge tracking spreadsheet is no longer required by the Branch of Fire Management but may be used by regional or local units for internal cost tracking purposes. The spreadsheet is located on the Branch of Fire Management's sharepoint website under Operations/Medical Standards.

NOTE: To track exam expenditures nationally, regions or local units are required to use project code **MSXM0** as part of their work breakdown structure.

Additional direction specific to each region may be provided by regional offices.

Any questions regarding this program should be directed to Ted Mason, FWS National Fire Safety Specialist at 208-387-5831 or Billie Farrell, Administrative Officer, Fire Management Branch at 208-387-5536.